

## **Minutes of the meeting of the Musselburgh Area Partnership**

**Monday 16<sup>th</sup> March 2015, 7-9pm**

**Musselburgh East Community Learning Centre, Haddington Road,  
Musselburgh**

**Meeting Chaired by:** Sharon Saunders, Interim Co-Chair, Head of Children's Well-Being, East Lothian Council (SS).

### **Members (and substitutes) present**

Scott Allan, Wallyford Community Council (SA)  
Jeanette Boyd, Windsor Park TRA (JB)  
John Caldwell, Elected Member, East Lothian Council (JC)  
Bernard Harkins, Musselburgh and Inveresk Community Council (BH)  
Chris Knights, Musselburgh Council of Churches (CK)  
Fiona Langskaill, Bridges Project (FL)  
Nadine Lowrey, Campie Primary Parent Council (NL)  
Cathie McArthur, Windsor Park TRA (CM)  
John McNeill, Elected Member, East Lothian Council (JM)  
Sharlene Miller, Stoneyhill Parent Council (SM)  
Tanya Morrison, Whitecraig Community Council (TM)  
Irene Tait, Musselburgh & Inveresk Community Council (IT)  
Barry Turner, Musselburgh Conservation Society (BT)

### **Others in attendance**

Kaela Scott, Local Community Planning Officer, East Lothian Council (KS)  
Stuart Baxter, Area Manager ELC (SB)  
Adrian McDowell, Visitor (AM)  
Stephanie Carr, Assistant Local Community Planning Officer, East Lothian Council (SCa)

### **Apologies**

Margaret Stewart, Musselburgh & Inveresk Community Council (MS)  
Darrin Nightingale, Interim Co-Chair, Head of Education, East Lothian Council (DN)  
Gaynor Allen, Musselburgh Grammar School Parent Council (GA)  
Callum McGuire, Queen Margaret University (CM)  
Emma Stewart, Council of Churches (ES)  
Iain Clark, Pinkie and St. Peter's Parent Council (IC)  
Janice MacLeod, Lead Musselburgh Support from the Start (JM)  
Chris Turnbull, Musselburgh Sports Hub (CT)

	<b>Key discussion points</b>	<b>Action</b>
<p><b>1. Welcome and apologies</b></p>	<p>SS welcomed members to the meeting of the Musselburgh Area Partnership and further welcomed SB, newly appointed Area Manager for the area.</p> <p>Apologies were noted, including those from DN.</p>	
<p><b>2. Approval of minutes</b></p>	<p>The minutes were approved without amendment.</p>	
<p><b>3. Matters arising</b></p>	<p style="text-align: center;"><b>a) Appointment of Area Managers</b></p> <p>SS welcomed and introduced SB, the newly appointed Area Manager for Musselburgh ward. Formally starting in April, SB explained his role in supporting the Area Partnership to carry out their objectives in the Local Area Plan and being a key voice in liaison with East Lothian Council, the voluntary sector and local community groups.</p> <p>SB reflected on his past involvement working with Tenants and Residents Groups and experience as Chair of Association of Community Councils.</p> <p>SS noted SB’s appointment as a highly positive step forward for the Musselburgh Area Partnership, and thanked SB for attending the meeting.</p> <p style="text-align: center;"><b>b) Process in moving towards a Community Chair</b></p> <p>KS distributed a proposal for discussion relating to the process of the Area Partnership in moving towards a community chair. She emphasised this document as a proposal rather than a finalised decision, and encouraged those present for some initial thoughts and ideas on how this could be taken forward in Musselburgh.</p> <p>CM requested clarification on the continuation of Area Partnership subgroups and wider community groups such as the Town Centre strategy group. KS confirmed the appointment of a Community Chair for the Musselburgh Area Partnership would not be influencing the existence of these groups who operate outside the Area Partnership.</p> <p>NL questioned how advertising for the position would take place ‘widely’. KS pointed out the intended use of existing networks, facilities and schools as well through local newspapers and newsletters. KS emphasised this is also something for the Area Partnership to provide feedback and ideas on.</p>	

	<p>JC referred to point 5) on the proposal paper, which states <i>'That the chair is appointed initially for 2 years.'</i> He questioned the position of the Chair following their two-year appointment, and requested confirmation if they still remain an Area Partnership member. KS stated the Community Chair, following their two-year appointment could be co-opted as an individual member if this was agreed by the Area Partnership. The request was put to include this as an option in the proposal document and in the position advertisement.</p> <p>JM voiced the idea of advertising outside the AP as somewhat patronising and wrong. He felt this group had been coming together for a long time and emphasised the importance of capitalising on the number of knowledgeable people already sitting around the table.</p> <p>There was a level of debate weighing up the pros and cons of utilising internal resources, that is, keeping the position within the Area Partnership or allowing for more flexibility by advertising widely. Some felt advertising outside the Partnership could be valuable if there was a situation where no Area Partnership member felt they could fulfil the duties of the Chair in addition to their current responsibilities and commitments.</p> <p>There was some confusion as to the role carried out by SB as Area Manager and the role of the Community Chair. KS clarified SB's role in supporting the role of the Chair and the Partnership through negotiating the services and resources needed to enable the Musselburgh Area Partnership to make the right connections needed to fulfil their objectives in the Local Area Plan. KS further highlighted the appointment of a Community Chair as integral in the transition for the Area Partnership not to be led by the Council.</p> <p>Further clarification was also requested on discussion Point 7) of the proposal paper, which outlines the role of the Vice Chair. KS confirmed the Vice Chair can also continue as a member of the Area Partnership as per agreement by the Area Partnership.</p> <p>CK questioned if employees of ELC are excluded from applying for this position. KS confirmed elected members are excluded. Employees of ELC are not automatically excluded if their involvement with the Partnership is through a voluntary organisation or group outside of their job role.</p> <p>There was consensus this document should be taken back by Area Partnership members to the groups they represent for further discussion.</p> <p>With agreement from those present, SS noted each group will submit their response to the proposal by <u>Friday 10<sup>th</sup> April</u>, and it is hoped, following receipt of this feedback, nominations are being accepted by the 18<sup>th</sup> May.</p>	<p><b>Action: ELC staff</b> to distribute document: 'Process in moving towards a community chair' electronically with minutes.</p> <p>.</p> <p><b>Action: AP</b> to submit responses to the proposal no later than <b>Friday 10<sup>th</sup> April</b>.</p>
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	<p style="text-align: center;"><b>c) Understanding the devolved budgets</b></p> <p>KS referred back to the last Area Partnership meeting which provided confirmation of the devolved budgets to each of the Partnerships. KS explained a series of workshops have now been scheduled to assist both staff and Area Partnership members in developing a clear and shared understanding of how these budgets can be utilised.</p> <p>KS noted the scheduled budget workshop for Musselburgh (and Fa'side) Area Partnership is taking place <b>Monday 20<sup>th</sup> April 6:30pm-9pm, Fraser Centre, 3a Winton Place, Tranent EH33 1AF.</b> (Sandwiches provided).  <u>(Please refer to flyer attached with minutes).</u></p> <p>KS emphasised the informative nature of these meetings - explaining the session's value in providing insight into the constraints and opportunities of these allocated budgets, and ensuring a realistic understanding amongst all involved.</p> <p>KS also reinforced the value of these workshops for staff from ELC's amenity and transport services as an opportunity for them to gain a sense of what is being talked about in the Area Partnerships, and what the priorities are of the local community.</p> <p>KS encouraged as much as attendance as possible, and noted the RSVP date is Friday 17<sup>th</sup> April by emailing <a href="mailto:Musselburgh-ap@eastlothian.gov.uk">Musselburgh-ap@eastlothian.gov.uk</a>.</p> <p style="text-align: center;"><b>d) Update: Attendance Matters</b></p> <p>KS explained that unfortunately the Attendance Matters campaign had not gone ahead in the January term. This was inhibited by a number of staff changes and a level of communication difficulty.</p> <p>KS confirmed however, this is now back on track, with a commitment by primary schools to go ahead. Details will be discussed at the Cluster Head meeting which would be taking place the following Tuesday 24<sup>th</sup> March.</p> <p>KS put forward a proposal for the Attendance Challenge term to begin after Easter- and questioned the AP if this timing would be allowing maximum impact.</p> <p>There was consensus by those present that the Attendance Matters term should be going ahead in May, and will be effective as it falls during a significant transition period. CK expressed disappointment on behalf of ES that an opportunity was missed in the previous school term. This was a feeling shared by other AP members.</p> <p>The AP was highly enthusiastic and emphasised the Attendance Matters campaign should be made a matter of priority for the Cluster Head Meeting.</p>	<p><b>Action: AP</b>          RSVP to budget workshop by <b>Friday 17<sup>th</sup> April.</b></p> <p><b>Action: Staff</b> to email update on Attendance Matters progress following Cluster Head</p>
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	<p>KS confirmed an update from the Head Cluster Meeting would be sent via email to the Attendance Achievement subgroup members.</p> <p><b>e) Update: Health Inequalities</b></p> <p>SC explained the first health Inequalities session for Musselburgh will be taking place on Thursday 19<sup>th</sup> March, from 4pm to 5:30pm at MECLC. SC highlighted the theme of ‘health inequalities’ and health and well-being concerns was prioritised very early on in Musselburgh AP discussions. Following the initial workshop on health inequalities which took place in January (run by NHS Health Promotion) this next session will look to bring discussions and plans of action down to the local level and start identifying gaps and opportunities to form actions to feed in to the Local Area Plan.</p> <p>SC confirmed attendance by representatives from key local organisations such as Strive and Keep Well as well as input from the Team Leader of the District Nursing Team.</p> <p><b>f) Any other matters arising</b></p> <p>No other matters arising.</p>	<p>meeting to the subgroup members.</p>
<p><b>4. Developing the Local Area Plan looking at the 3 Strategic Objectives</b></p>	<p>KS reminded those present of the Area Plan worksheets which were distributed weeks in advance of the meeting. KS also highlighted the document of ‘Strategic Priorities’ which was redistributed, pointing out the three strategic priorities that frame the Area Plan are aligned with the headings featured in the East Lothian Plan, Single Outcome Agreement.</p> <p>KS explained each of the goals under the priority areas have come directly from the AP discussions to date and are focused on the local priorities and actions. She noted the Area Plan can only be as valuable as the information which is sent in and communicated from the AP, highlighting the importance of each group being represented to submit their feedback and ideas.</p> <p>Those present broke into three working groups looking at the three strategic objectives of:</p> <ol style="list-style-type: none"> <li>1) Sustainable Economy</li> <li>2) Resilient People</li> <li>3) Safe And Vibrant Communities</li> </ol> <p><b>Comments from discussions as well as recorded notes will be collated and incorporated into working draft of Local Area Plan.</b></p> <p>KS emphasised the Local Area Plan as still very much a working</p>	

	<p>document- and advised an updated full version of this working draft will be circulated.</p> <p>SS noted the importance of adding to this working document further, and submitting feedback and ideas by emailing <a href="mailto:musselburgh-ap@eastlothian.gov.uk">musselburgh-ap@eastlothian.gov.uk</a>.</p>	
<p><b>5. Next steps</b></p>	<p>KS put forward a proposal of 3 one-off Working Group Meetings focusing on each of the Strategic Objectives to fine-tune the priorities and actions.</p> <p>There was enthusiasm and agreement from the AP for these three workshops to go ahead.</p> <p>The dates put forward were as follows:</p> <p>Workshop 1: Monday 27<sup>th</sup> April, 7-9pm</p> <p>Workshop 2: Monday 4<sup>th</sup> May, 7-9pm* <b>to be rescheduled as falls in election week</b></p> <p>Workshop 3: Monday 11<sup>th</sup> May, 7-9pm</p> <p>KS encouraged as much attendance as possible at the workshops but also pointed out people may wish to choose or two that they are most interested in or can contribute to, rather than attending all three.</p> <p><b>Action: Staff to reissue dates of above workshops including change of date of Workshop 2.</b></p>	<p><b>Action:</b> Staff to reissue dates of above workshops including change of date of Workshop 2.</p>

<p><b>6. AOCB</b></p>	<p>AM requested come clarification on the involvement of other community groups in Musselburgh in contributing to actions of the Area Plan, and their awareness of discussions of the Area Partnership. He noted in particular, groups associated with the harbour, and questioned if representatives of these are entitled to attend Area Partnership meetings.</p> <p>KS confirmed although these groups are not formal members of the Area Partnership, they feed into the actions and goals of the Partnership. In addition, the Area Partnership currently has representatives who also sit on and/or involved in the Harbour Users Groups, Yacht Club, Rowing Club including members of the Sports Hub.</p>	
<p><b>7. Date of next meetings</b></p>	<p><u>Three one-off workshops</u> to refine the priorities of the Area Plan (venues tbc) <b>*please note reschedule of dates due to conflict with the Election Week</b></p> <p>Workshop 1: Sustainable Economy <b>Monday 13<sup>th</sup> April, 2015 7-9pm</b>          Workshop 2: Resilient People <b>Monday 27<sup>th</sup> April, 7-9pm</b>          Workshop 3: Safe and Vibrant Communities <b>Monday 11<sup>th</sup> May, 7-9pm</b></p> <p><u>Next core meeting date:</u></p> <p><b>Monday 18<sup>th</sup> May, 7-9pm, Musselburgh East Community Learning Centre</b></p>	<p>Apologies to be sent to:  <a href="mailto:musselburgh@eastlothian.gov.uk">musselburgh@eastlothian.gov.uk</a></p>